

# TRACDAT “USER” Manual

Learning Assessment Office

East Los Angeles College

2013-2014

# Where to Go

- [Section One: Your TracDat Account](#)
- [Section Two: Starting the cycle](#)
- [Section Three: How to Input Results and Closing the Loop](#)



tracdat.®

# EAST LOS ANGELES COLLEGE

**Start at ELAC... Go Anywhere... Begin Your Future Today...**

Account Login

Username:

★

Password:



Login

To get a [TracDat](#) access account, please contact the Learning Assessment Office.

If you lose your password to your TracDat account, contact the Learning Assessment Office.

# **SECTION ONE: STARTING THE CYCLE**

Special Note: Any box or drop-down with an  
\* next to it is required



Selected Discipline: Subject - TracDat Practice Site

aryanromo

Home Discipline Step One: Course Plan Step Four: Results Data Tools Reports Documents

Summary Calendar Profile

Subject - TracDat Practice Site > Home > Summary

#### My Assignments

Due Date Subject Notes/Instructions

No assignments assigned to you.

#### Overdue Discipline Assignments

Resend all [Select date range](#)

Due Date Source Assigned To

No overdue assignments.

#### Program of Study Summary

Total Outcomes: [1](#)

Total How was the outcome assessed?: 0

Last Step Four: Results :

Last Step Five: The Plan:

Last Plan Update:

Total Tasks: 0

Outcomes Without How was the outcome assessed?: 1

#### Step Four: Results Summary

Total Step Four: Results :

Total Step Five: The Plan:

Step Four: Results Without Step Five: The Plan:

#### Step One: Course Plan Summary

\* - Another Discipline currently owns this Course. Hold your cursor over the course to see the current owner.

Course Name/Course ID	Total Step Two: CLOs	Total How was the outcome assessed??	Step Two: CLOs Without How was the outcome assessed??	Last Step Four: Results	Last Step Five: The Plan	Last Plan Update
TracDat 101/TD 101	0	0	0			
TracDat 102/TD 102	0	0	0			

On the "Home" page, you will find the list of courses owned by this discipline.

You can tell if a course has an outcome and assessment method by the row next to the course.



Selected Discipline: Subject - TracDat Practice Site

aryanromo [log out]

- Home
- Discipline
- Step One: Course Plan
- Step Two: CLOs
- Step Three: Assessment Method
- Related Outcomes

2

1

Subject - TracDat Practice Site > Step One: Course Plan > Step Two: CLOs

Course: TD 102 - TracDat 102

Course Outcome			
Step Two: CLO Name	Step Two: CLO	Status	Created By
No Step Two: CLOs defined.			

Special Note: Any box or drop-down with an \* next to it is required

1. Click "Step One: Course Plan" to add an outcome.
2. Make sure "Step Two: CLOs" is highlighted in yellow.
3. Select "Add New Step Two: CLO" from the bottom

Add New Step Two: CLO

3





Selected Discipline: Subject - TracDat Practice Site

aryanromo [log out]

Home Discipline Step One: Course Plan Step Four: Results Data Tools Reports Documents

Step Two: CLOs Step Three: Assessment Method Related Discipline Outcomes

Subject - TracDat Practice Site > Step One: Course Plan > Step Two: CLOs > Add New Step Two: CLO

1

Course: TracDat 102

2

Step Two: CLO Name: \* CLO 1

\* Participants in the Learning Assessment Online Workshop (LAOW) will create assessments and assessment tools that align appropriately with outcomes.

3

Assessment Cycles:

Course Outcome Status: Active

Start Date:

End Date:

4

Save Changes

Discard Changes

Return

1. Give the CLO a "Name"
2. List the CLO
3. Make sure you make it "Active"
4. Save Changes



Selected Discipline: Subject - TracDat Practice Site

aryanromo [log out]

Step One: Course Plan Step Two: Course Plan Step Three: Assessment Method Step Four: Results Data Tools Reports Documents

1

Step Three: Assessment Method

Subject - TracDat Practice Site > Step One: Course Plan > Step Three: Assessment Method

Course: TD 102 - TracDat 102

Step Two: CLO Name: CLO 1

Created By: Subject - TracDat Practice Site

Step Two: CLO:

Participants in the Learning Assessment Online Workshop (LAOW) will create assessments and assessment tools that align appropriately with outcomes.

Date Added	Assessment Method Type	How was the outcome assessed?	Ben
No How was the outcome assessed?? defined.			

1. Select "Step Three: Assessment Method" to add the method
2. Select "Add New How was the outcome assessed"

2

Add New How was the outcome assessed?

Return To Step Two: CLO





Selected Discipline: Subject - TracDat Practice Site

aryanromo log out

Home Discipline Step One: Course Plan Step Four: Results Data Tools Reports Documents Step Two: CLOs Step Three: Assessment Method Related Discipline Outcomes

Course Plan > Step Three: Assessment Method > Add How was the outcome assessed?

1. Explain "How was the outcome assessed"
2. Indicate a benchmark for success
3. Save Changes

Course: TracDat 102

Step Two: CLO Name: CLO 1

Step Two: CLO: Participants in the Learning Assessment Online Workshop (LAOW) will create assessments and assessment tools that align appropriately with outcomes.

Assessment Method Type: \*

How was the outcome assessed?: Participants will develop an assessment plan that will be judged by the CLO Rubric

Benchmark: 90% of participants will score a 25 or better on a rubric out of 30.

Assessment Schedule:

Active: ☒

1

2

3

Save Changes

Discard Changes

Relate Document

Assign

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Firefox automatically sends some data to Mozilla so that we can improve your experience.

Choose What I Share

## SECTION TWO: INPUTTING RESULTS AND CLOSING THE LOOP IN TRACDAT

2

Course: TD 102 - TracDat 102

1

1. If the outcome(s) and assessment method(s) are already in TracDat, go directly to "Step Four: Results" to input results and narrative
2. Select the course from the dropdown menu
3. Select "Add Step Four: Results"

(Every time an assessment cycle is completed, a new "Add Step Four" should be selected.)

Add Step Four: Results

3

Firefox

Outlook Web App

Learning Assessment Work...


Instructor - Class Climate

TracDat Enterprise v4.6.1.3

Course: Learning Assessme...

tracdat.elac.edu/tracdat/faces/assessment/observations/selectCourseObjective.jsp

Google

Selected Discipline: Subject - TracDat Practice Sitearyanromo [\[log out\]](#)

Home

Discipline

Step One: Course Plan

Step Four: Results

Data Tools

Reports

Documents

By Discipline

By Course

Subject - TracDat Practice Site > Step Four: Results > By Course > Select Step Two: CLO

Course: TD 102 - TracDat 102

Step Two: CLO Name	Step Two: CLO	CLO Status
CLO 1	Participants in the Learning Assessment Online Workshop (LAOW) will create assessments and assessment tools that align appropriately with outcomes.	Active

1


1. Select the outcome you are entering results for (most courses have 2-3)

Special Note: Any box or drop-down with an \* next to it is required

Return

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Firefox automatically sends some data to Mozilla so that we can improve your experience.

Choose What I Share

Instructor - Cl...

TracDat Enter...

Presentation1

Presentation2

Structures to ...

Program Lear...

Links

12:00 PM

Firefox ▾ Outlook Web App × Learning Assessment Work... × Instructor - Class Climate × TracDat Enterprise v4.6.1.3 × Course: Learning Assessme... ×

tracdat.elac.edu/tracdat/faces/assessment/observations/selectCourseObjective.jsp

tracdat. Selected Discipline: Subject - TracDat Practice Site

Home Discipline Step One: Course Plan Step Four: Results Data Tools Reports Documents

By Discipline | By Course

Subject - TracDat Practice Site > Step Four: Results > By Course > Select Step Two: CLO

Course: TD 102 - TracDat 102 ▾

Step Two: CLO Name	Step Two: CLO	CLO Status
CLO 1	Participants in the Learning Assessment Online Workshop (LAOW) will create assessments and assessment tools that align appropriately with outcomes.	Active <a href="#">select</a>

Select How was the outcome assessed?/Task

Select: How was the outcome assessed? ▾

Assessment Method Type	How was the outcome assessed?
	Participants will develop an assessment plan that will be judged by the CLO Rubric

[select](#)

1

Return

1. Select the assessment method you are entering results for (some courses triangulate data by using more than one assessment for each outcome)


TracDat Enterprise v4.6.1.3 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

TracDat Enterprise v4.6.1.3 x viewReport.jsp x +

tracdat.elac.edu/tracdat/faces/assessment/observations/editCourseObjectiveObservation.jsp

Google

 Selected Discipline: Subject - TracDat Practice Site

Home Discipline Step One: Course Plan Step Four: Results Data Tools Reports Documents

By Discipline By Course

Subject - TracDat Practice Site > Step Four: Results > Edit Step Four: Results

1 Step Four: Results :

2 Benchmark Status \*

3 Assessment Cycle \*

4 What are students learning well and why?:  
What are students struggling to learn and why?:

5 Save Changes

\* In Fall 2012, 11 faculty members were enrolled in the LAOW. 7 faculty members completed the exercise with a score of 25 or better, which is 63%

\* 7/22/2013

\* 1st

\* While participants demonstrated an ability to recognize the different levels of Bloom's in CLOs, aligning them with specific types of assessments was much more challenging.

\* Participants struggled with the concept that specific levels of Bloom's should match specific types of assessments. There was much discussion on whether or not dictating the types of assessments that match Bloom's terminology was appropriate or if not.

Plan Related Documents

Save Changes Discard Changes Return Change Association

1. Enter your quantitative results

2. Indicate if your benchmark has been met


3. Tell us how many times this outcome has been assessed

4. Answer these questions to provide a narrative-rich explanation

5. Save Changes

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tracdat Enterprise v4.6.1.3

viewReport.jsp

tracdat.elac.edu/tracdat/faces/assessment/observations/editCourseObjectiveObservation.jsp

Google

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Selected Discipline: Subject - TracDat Practice Site

aryanromo

log out

Home

Discipline

Step One: Course Plan

Step Four: Results

Data Tools

Reports

Documents

By Discipline

By Course

Subject - TracDat Practice Site > Step Four: Results > Edit Step Four: Results

Step Four: Results :

completed the exercise with a score of 20 or better, which is 65%

Step Four: Results Date: \*

7/22/2013

Benchmark Status: \*

Benchmark Not Met

Assessment Cycle: \*

1st

What are students learning well and why?:

While participants demonstrated an ability to recognize the different levels of Bloom's in CLOs, aligning them with specific types of assessments was much more challenging.

What are students struggling to learn and why?:

Participants struggled with the concept that specific levels of Bloom's should match specific types of assessments. There was much discussion on whether or not dictating the types of assessments that match Bloom's terminology was appropriate or if

lan

Related Documents

Relate Document

Save Changes

Discard Changes

Return

Change Association

Delete Step Four: Results

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To “attach” a document, such as the assessment tool or rubric, click on “Relate Document.”

(This can only be done once you have “saved changes”)



Selected Discipline: Subject - TracDat Practice Site

aryanromo

Home

Discipline

Step One: Course Plan

Step Four: Results

Data Tools

Reports

Documents

By Discipline

By Course

Subject - TracDat Practice Site &gt; Step Four: Results &gt; Edit Step Four: Results

Step Four: Results :

completed the exercise with a score of 20 or better, which is 65%

Step Four: Results Date: \* 7/22/2013

Assessment Cycle: \* 1st

What are students learning well and why?:

\* While participant Bloom's in CLOs, challenging.

What are students struggling to learn and why?:

\* Participants struggle to match specific to not dictating the Bloom's terminology

## Add Document

Source:

File

Browse...

No file selected.

Name:

Description:

Repository Folder:

relate document

1. "Browse" for the document"
2. "Relate document"

Plan

Related Documents

[Relate Document](#)

Save Changes

Discard Changes

Return

Change Association

Delete Step Four: Results




FileEditViewHistoryBookmarksToolsHelp

TracDat Enterprise v4.6.1.3viewReport.jsp

tracdat.elac.edu/tracdat/faces/assessment/observations/editCourseObjectiveObservation.jsp

Google

Selected Discipline: Subject - TracDat Practice Site

HomeDisciplineStep One: Course PlanStep Four: ResultsData ToolsReportsDocuments

By DisciplineBy Course

Subject - TracDat Practice Site > Step Four: Results > Edit Step Four: Results

Step Four: Results : completed the exercise with a score of 20 or better, which is 65%

Step Four: Results Date: \* 7/22/2013Benchmark Status: \* Benchmark Not Met

Assessment Cycle: \* 1st

What are students learning well and why?:

- While participants demonstrated an ability to recognize the different levels of Bloom's in CLOs, aligning them with specific types of assessments was much more challenging.

What are students struggling to learn and why?:

- Participants struggled with the concept that specific levels of Bloom's should match specific types of assessments. There was much discussion on whether or not dictating the types of assessments that match Bloom's terminology was appropriate or if

PlanRelated Documents


add Step Five: The Plan

Save ChangesDiscard ChangesReturnChange AssociationDelete Step Four: Results

If you have a plan to address gaps or trends identified through the assessment, select "add Step Five: The Plan"

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tracdat.elac.edu/tracdat/faces/assessment/observations/editCourseObjectiveObservation.jsp#

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Selected Discipline: Subject - TracDat Practice Site

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Home

Discipline

Step One: Course Plan

Step Four: Results

Data Tools

Reports

Documents

By Discipline

By Course

Subject - TracDat Practice Site &gt; Step Four: Results &gt; By Course

Course: TD 102 - TracDat 102

**CLO 1 :** Participants in the Learning Assessment Online Workshop (LAOW) will create assessments and outcomes.

Created By: Subject - TracDat Practice Site

[▼ Hide Step Four: Results](#)

**How was the outcome assessed?:** Participants will develop an assessment plan that will be judged by the CLO Rubric

**Benchmark:** 90% of participants will score a 25 or better on a rubric out of 30.

Date	Step Four: Results	Step Five: The Plan	Related Documents	Assessment Cycle	
7/22/2013	In Fall 2012, 11 faculty members were enrolled in the LAOW. 7 faculty members completed the exercise with a score of 25 or better, which is 63%	0	0	1st	<a href="#">edit</a>   <a href="#">add Step Five: The Plan</a>
6/25/2013	In Fall 2012, 11 participants were enrolled in the LAOW. Of those, only	1	1	Plan developed based on results	<a href="#">edit</a>   <a href="#">add Step Five: The Plan</a>

Add Step Four: Results

You can also access "add Step Five: The Plan" from the "Step Four: Results" screen





Selected Discipline: Subject - TracDat Practice Site

aryanromo [log out]

Home Discipline Step One: Course Plan Step Four: Results Data Tools Reports Documents

By Discipline By Course

Results > Edit Step Five: The Plan

1. Explain the changes you will make
2. Tell us who will be responsible for seeing to it that the plan is attempted
3. Provide a timeline
4. Save changes

CLO 1 : Participants in the Learning Assessment Online Workshop (LAOW) will create assessments and assessment tools that align appropriately with outcomes.

Outcome :

How was the outcome assessed?

Participants will develop an assessment plan that will be judged by the CLO Rubric Benchmark  
90% of participants will score a 25 or better on a rubric out of 30.

Step Four: Results :

In Fall 2012, 11 participants were enrolled in the LAOW. Of those, only 7 scored a 25 or better on the rubric, which is only 63%. Benchmark was not met.

Step Five: The Plan:

\* newer, one more senior) into the LAOW to work together. We hope this will help to facilitate changes in departments by spreading knowledge. In particular, we will try to get participants involved who teach in the larger offerings of courses (such as multi-section 101s).

Action Date: \* 6/25/2013

Who is responsible for the plan?:

\* The LA Team is responsible for this, but will call on department Chairs and administrators to increase the pool of participants and make sure the appropriate people are encouraged to participate.

Timeline for Plan Implementation

\* We will be working to develop a new pool of participants over summer 2013 for the fall offering of the LAOW

Save Changes

4

Changes

Return

Delete Step Five: The Plan

Assign

Only the quantitative data shows up

1

2

3

Course: TD 102 - TracDat 102

CLO 1 : Participants in the Learning Assessment Online Workshop (LAOW) will create assessments and assessment tools that align appropriately with outcomes.

Created By: Subject - TracDat Practice Site

Show Step Four: Results

Always make sure you select "By Course" when on this page.

Once you've entered results, they "hide" on the "Step Four: Results" page.

Add Step Four: Results

tracdat.

Selected Discipline: Subject - TracDat Practice Site

aryanromo [log out]

Discipline Course Assessment Reports Documents

Subject - TracDat Practice Site > Reports > Course

Report	Description	
Assessment Impact by Course SLO	This report displays each course assessment plan along with the assessment results and use of results. This report is useful for presenting the impact of doing assessment on a particular course.	<a href="#">run</a>
Discipline Course Assessment Report - Four Column	This report shows each assessment unit's course SLOs along with the results and any action plans in a four column report. This report is useful for showing the impact of an assessment unit.	<a href="#">run</a>
Course Assessment Impact by Goals	This report displays each of the selected unit's goals along with the assessment unit's course plan and results that support the goals. This report is useful for showing alignment between the goals and unit's course plan and assessment results.	<a href="#">run</a>
Course Assessment Impact by Unit Objectives	This report displays each of the selected unit's objectives along with the assessment unit's course plan and results that support the objectives. This report is useful for showing alignment between the unit objectives and assessment results.	<a href="#">run</a>
Course Assessment Plan	This report shows each course's assessment plan. This report is useful for showing the assessment plan for each course.	<a href="#">run</a>
Course Assessment Report	This report shows how each course objective supports the assessment model.	<a href="#">run</a>
Course List by Unit	This report shows the courses per unit.	<a href="#">run</a>
Course Objectives Related to Goals	This report shows the links between course level objectives and goals.	<a href="#">run</a>
Courses Related to Goals	This report lists all the courses identified for a particular goal and the goals at your institution and the courses taught.	<a href="#">run</a>
Course Related to Program SLOs	This report lists all the courses which support the Program SLOs.	<a href="#">run</a>

1. To access more detailed results, go to Reports.
2. Select "Course"
3. Find the "Four Column" report
4. Select "Run"

**Set Parameters** **Preview Report**

Format: PDF (suggested for Print)  
Layout: Portrait  
Report Title: Discipline Course Assessment Report - Four Column

**1** Select Courses:

- TD 101 - TracDat 101
- TD 102 - TracDat 102

\* - Another Discipline currently owns this Course. Hold your cursor over the course to see the current owner.

Course Outcome Statuses: Active Inactive  
Assessment Cycles: ☐  
Hide Inactive How was the outcome assessed?: ☐  
Assessment Method Types: ☐  
Step Four: Results Date: BETWEEN:  AND:   
Sort Step Four: Results : ☐ Ascending ☒ Descending  
Benchmark Status: Benchmark Met Benchmark Not Met No benchmark set  
CLO Cycle Status: More data needed, OIE/LAO help Plan developed based on results  
Hide Outcomes with no Step Four: Results : ☐  
Hide How was the outcome assessed?? with no Step Four: Results : ☐

1. Select the elements you wish to see in the 4-column report. You can select a single course or multiple courses. You can look at only “active” outcomes or only those with a “benchmark met.”
2. Then, select “Open Report”

## Discipline Course Assessment Report - Four Column

### East Los Angeles College Subject - TracDat Practice Site

Step Two: CLOs	Step Three: Assessment Method & Benchmarks / Tasks	Step Four: Results	Step Five: The Plan & Plan Update
<p>Subject - TracDat Practice Site - TD 102 - TracDat 102 - CLO 1 - Participants in the Learning Assessment Online Workshop (LAOW) will create assessments and assessment tools that align appropriately with outcomes. (Created By Subject - TracDat Practice Site)</p> <p><b>Course Outcome Status:</b> Active</p>	<p><b>How was the outcome assessed?:</b> Participants will develop an assessment plan that will be judged by the CLO Rubric</p> <p><b>Benchmark:</b> 90% of participants will score a 25 or better on a rubric out of 30.</p>	<p>06/25/2013 - In Fall 2012, 11 participants were enrolled in the LAOW. Of those, only 7 scored a 25 or better on the rubric, which is only 63%. Benchmark was not met.</p> <p><b>Benchmark Status:</b> Benchmark Not Met</p> <p><b>CLO Cycle Status:</b> Plan developed based on results</p> <p><b>What are students excelling or struggling with?:</b> While participants demonstrated an ability to recognize the different levels of Bloom's in CLOs, aligning them with specific types of assessments was much more challenging.</p> <p><b>Why are students excelling or struggling with?:</b> Participants struggled with the concept that specific levels of Bloom's should match specific types of assessments. There was much discussion on whether or not dictating the types of assessments that match Bloom's terminology was appropriate or if that infringed on academic freedom. Additionally, concern was expressed that even if participants made changes to the assessment, it would be hard to institute those changes on a department level of a variety of reasons. Many participants are younger faculty and do not wish to argue with more experienced faculty.</p> <p><b>Related Documents:</b> <a href="#">CourseEvalRubric.docx</a></p>	<p>06/25/2013 - In the future, we will try "paired" learning by trying to enroll a pair of faculty (one newer, one more senior) into the LAOW to work together. We hope this will help to facilitate changes in departments by spreading knowledge. In particular, we will try to get participants involved who teach in the larger offerings of courses (such as multi-section 101s).</p> <p><b>Who is responsible for the plan?:</b> The LA Team is responsible for this, but will call on department Chairs and administrators to increase the pool of participants and make sure the appropriate people are encouraged to participate.</p> <p><b>Timeline for Plan Implementation:</b> We will be working to develop a new pool of participants over summer 2013 for the fall offering of the LAOW</p>

This is what the full report looks like.



Selected Discipline: Subject - TracDat Practice Site

aryanromo [log out]

Home Discipline Step One: Course Plan Step Four: Results Data Tools Reports Documents

Summary Calendar Profile

Subject - TracDat Practice Site > Home > Summary

#### My Assignments

Due Date	Subject	Notes/Instructions
No assignments assigned to you.		

#### Overdue Discipline Assignments

Resend all [Select date range](#)

Due Date	Source	Assigned To
No overdue assignments.		

#### Program of Study Summary

Total Outcomes: [1](#)  
 Total How was the outcome assessed?: 0  
 Last Step Four: Results :  
 Last Step Five: The Plan:  
 Last Plan Update:  
 Total Tasks: 0  
 Outcomes Without How was the outcome assessed?: 1

#### Step Four: Results Summary

Total Step Four: Results : [1](#)  
 Total Step Five: The Plan: 1  
 Step Four: Results Without Step Five: The Plan: 0

Now, on the "Home" page, you can see where the course is in the assessment cycle

#### Step One: Course Plan Summary

\* - Another Discipline currently owns this Course. Hold your cursor over the course to see the current owner.

Course Name/Course ID	Total Step Two: CLOs	Total How was the outcome assessed??	Step Two: CLOs Without How was the outcome assessed??	Last Step Four: Results	Last Step Five: The Plan	Last Plan Update
TracDat 101/TD 101	0	0	0			
TracDat 102/TD 102	<a href="#">1</a>	1	0	6/25/2013	6/25/2013	





If you have questions or need  
further assistance, please  
contact Amanda  
in the  
Learning Assessment Office  
(G1-104)  
at 323-415-5025 or  
[ryanroaj@elac.edu](mailto:ryanroaj@elac.edu)